



COMMONWEALTH OF KENTUCKY
DEPARTMENT OF MILITARY AFFAIRS
OFFICE OF THE ADJUTANT GENERAL
BOONE NATIONAL GUARD CENTER
FRANKFORT, KENTUCKY 40601-6168



KG-AG (600)

1 November 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (KYNG Log Number P06-002) Active Guard Reserve (AGR) Position Fill Guidance (Enlisted)

1. Enlisted AGR vacancies will be filled under the programs and provisions authorized in AR 135-18, NGR 600-5, NGR 600-200, chapter 7 (implementing policy on promotions/reductions, NGB-ARH Policy Memo # 05-04A (EPS compliance memo) and this guidance.

2. All AGR enlisted vacancies will be filled using this priority unless the position has been designated as a key staff position by the Adjutant General:

a. PRIORITY PLACEMENT PROGRAM

Prior to filling any AGR enlisted vacancy, the Human Resources Office will ensure that any AGR soldier affected by a staffing requirements change, end-strength or grade ceiling limitations, or force structure changes will be offered the opportunity to fill identified vacancies. These Soldiers will be given priority in filling vacant positions for which they meet the minimum qualifications. There will be no assignment to a higher graded position under this program. GWOT promotions are not considered for priority placement.

b. COMMAND DIRECTED REASSIGNMENTS

Changing missions, changing force structure and at times the needs of the Kentucky Army National Guard will necessitate the involuntary movement of an AGR enlisted member to fill a vacancy. This option has been, and will continue to be used as mission and organization needs dictate.

c. LATERAL ASSIGNMENTS

The Human Resources Office will continue to take requests for lateral assignments for the MACOMS/Directorates to fill identified vacancies. The MACOMS/Directorates will provide rationale and justification for review and approval from the Human Resources Office.

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Lateral assignments are moves of like-graded positions. There will be no move to a higher graded position under this provision. Lateral moves that result in an AGR member not being MOS qualified in the new assignment will require a written plan from the MACOM/Directorate detailing how the AGR soldier will MOS qualified within 12 months from the date of assignment.

d. COMPASSIONATE REASSIGNMENTS

AGR Soldiers who have a valid, documented hardship may request to be reassigned. Requests must be documented and validated by the Human Resources Office. The Human Resources Office has final approval for all compassionate reassignments. If more than one individual has requested the same assignment or location, the position will be advertised and a recommendation for fill will be made using normal AGR Selection Board procedures.

e. ENLISTED PROMOTION SYSTEM

EPS, as outlined in NGR 600-200 and the EPS Circular published by the J1 Office will be the next method of fill. This is a minor change from AGR Policy Memorandum P05-014 dated 18 March 2005. In order to be selected for an AGR vacancy under EPS, you must meet the following criteria:

(1) Be a current On Board AGR Member.

(2) Be the top rated eligible and available AGR on the current EPS listing.

(3) Meet the requirements of AR 135-18, NGR 600-5, and the Joint Federal Travel Regulation for eligibility to be reassigned, or be eligible for the appropriate waiver.

(4) AGR Soldiers are not subject to the commuting distance standard. They are eligible for statewide assignment to include a permanent change of station (PCS) move when selected for promotion and reassignment. However AGR's may indicate on their promotion packet a desired consideration election for mileage. The J1 will fill using these mileage elections until the list is exhausted at which time statewide eligibility is utilized regardless of mileage elections

(5) AGR Soldiers are subject for statewide reassignment at anytime and must realize that failure to accept promotions and reassignments can lead to disciplinary actions.

(6) All 1SG and CSM vacancies regardless of AGR or M-Day are filled using Leadership Board or Best Qualified Board for those individuals who elect to be considered for CSM/1SG vacancies. This process is covered by the EPS Circular and applies to both M-Day and AGR Soldiers.

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f. ADVERTISEMENT

All vacancies not filled by the Priority Placement Program, Command Directed Reassignments, Lateral Assignments, Compassionate Reassignments, or EPS will be advertised. This is the preferred method of fill because it will enable the KYARNG to meet many of our goals in promoting cultural change and selecting the best qualified Soldiers for our organization. Examples are:

(1) Advertisement opens up the applicant pool to a much larger number of potential applicants.

(2) Advertisements give on-board AGR members the ability to make career Management moves to enhance their promotion potential and career longevity.

(3) We can grow Readiness NCO's that have personnel, administrative, supply and training assignments and experience. We will not be locking personnel into one MOS and hampering their career opportunities. This one action alone will reap benefits for the Kentucky Army National Guard of the future, both for organization and the individual AGR members.

(4) Advertisements will provide a more diverse and balanced talent pool. This larger and more balanced pool of applicants will facilitate our organizational diversity goals while providing the best-qualified Soldiers for the Kentucky Army National Guard.

3. This guidance is a minor change in the manner in which we have filled AGR enlisted vacancies. EPS policy and procedures will still be the basis for promotions. You will still submit promotion worksheets and you will have to be on a selection list in order to be promoted. There is no change to that process. This guidance covers AGR selections only. Promotions will be guided by the EPS circular published by the J1 office.

4. There is one situation that may occur in which we will not use any of the fill methods referenced above. That instance is the upgrade of either the Full-Time Staffing Guide or the upgrade of the MTOE/TDA position that is already occupied by an AGR enlisted member. In either case the incumbent will not have to compete for the upgrade. This action will be automatic.

5. In an effort to reduce personnel turbulence and have more effective workforce planning capabilities and processes, our goal is to identify replacements for known or projected vacancies 180 days prior to the position becoming vacant. This will require the MACOMS, J1 and HRO to coordinate and monitor our AGR workforce to more closely identify known losses and loss dates.

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6. Once a loss is validate and a vacancy projected, the AGR member that is leaving the AGR program will be identified as excess to the position he/she is occupying. The MACOM/Director will ensure that action is properly documented in the SIDPERS Database.

7. In the effort to reach our goal of identifying replacements 180 days prior to the position becoming vacant, the following vacancies require special emphasis.

a. RECRUITING COMMAND

At no time should there be a vacancy in any of the Recruiting Command's authorized positions. These positions are all fenced and if not filled, can be withdrawn from the State. The replacements must be hired NLT 120 days prior to the currently assigned individual leaving the Recruiting Command. To achieve this end state, we will continue our policy of using an open-ended advertisement and maintain an Order of Merit listing for Strength Maintenance NCO's.

b. WMD/CST

The skills sets, training, experience and joint service capability makes the CST unique in the manner in which we will fill any projected vacancy. We will use any and all methods available in Army and Air regulations to fill projected vacancies. No position can ever be vacant in this team. This unit must be at 100% fill and fully accredited at all times.

c. NEW FORCE STRUCTURE

New force structure is inevitable in the future. When new force structure is identified, we will designate the filling of key positions one year earlier than the actual E-date of the new organization using the same procedures for filling of vacant positions.

8. Once the decision is made to advertise a position, the following principles and provisions will be followed:

a. The position will be advertised to the widest possible applicant pool.

b. The position will be advertised for a minimum of 10 days. Limited exceptions will be made to this provision.

c. Selection Boards will be utilized under current policies to make recommendations for hire.

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d. Interviews will be conducted by the Selection Boards. Personal interviews are the preferred method, but limited exceptions will be made. Selection Boards do not have to make a recommendation from the list of referred applicants. A written explanation will be forwarded to the Human Resources Office when this action occurs.

e. The best qualified candidate will be recommended for selection. A written recommendation will be forwarded with each selection packet.

f. The Adjutant General retains the right to either select or not select the referred candidate or candidates from the selection board. The current or projected needs of the KYARNG will determine the final approval process for each advertised position.

9. Any fill action currently in process will continue using the systems and procedures in place which the fill action was requested. Any fill action initiated after 1 November 2005 will be filled utilizing the instructions outlined above.

10. This memorandum is not a stand alone document. This memorandum is used in conjunction with AR 135-18, NGR 600-5, NGR 600-200 and The KYARNG EPS Circular. The Human Resources Officer (HRO) in concert with the State J1 will coordinate on selection and promotion actions with AGR personnel.

11. This memorandum supersedes and revokes KYNG log number (P05-014) Active guard Reserves (AGR) position fill guidance (Enlisted) dated 15 March 2005.

12. The POC for this action is COL Donald R. Conover at (502) 607-1288 or John M. Hall at (502) 607-1340.

A handwritten signature in black ink, appearing to read "Donald C. Storm". The signature is stylized with large, flowing loops.

DONALD C. STORM
MAJOR GENERAL, KYNG
The Adjutant General

DISTRIBUTION-A
Each AGR member